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ABSTRACT

To meet the requirements under the South Carolina Education Finance Act, the Education Improvement Act, and the School Laws of South Carolina, the State Department of Education is required to catalog all professional personnel. The primary purpose of this publication is to catalog all professional staff employed by a district to: (1) update personnel files as to credit for total years of experience in education; (2) calculate teacher salary supplements under the Education Improvement Act of 1984; and (3) collect information for the Assessments of Performance in Teaching system. Following an overview of staff listing distributions, detailed instructions are provided for coding and recording staff information. Appendices provide position codes for professional instruction-oriented personnel, a full-time employment conversion table, and a sample recording sheet. (MLH)

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Professional Certified Staff Listing

South Carolina Department of Education
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Columbia, South Carolina
January 1991

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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PROFESSIONAL CERTIFIED STAFF LISTING

Introduction

To meet the requirements under the South Carolina Education Finance Act (EFA), the Education Improvement Act (EIA), and School Laws of South Carolina, the State Department of Education (SDE) is required to collect information on professional staff personnel. The primary purpose of the Professional Certified Staff Listing is to catalog all professional staff employed by a district during the current school year in order to :

1. Officially update the professional personnel file in order to provide credit for total years of experience in education.

2. Calculate teacher salary supplement under the Education Improvement Act of 1984.

3. Collect information for The Assessments of Performance in Teaching (APT) system.

Overview

There will be four (4) listings distributed during each school year which are :

1. Initial Listing (generated from BEDS)

2. 135-Day Listing (corrected Initial Listing)

3. 190-Day Listing (corrected 135-Day Listing)

4. Final Listing (corrected 190-Day Listing)

The Initial, the 135-Day, and the 190-Day Listings will be forwarded to you for corrections. The final listing is used to update experience credit. **The information received from the 190-Day Listing will be used by the SDE to determine final teacher salary funding under the Education Improvement Act**. This information will be subject to a verification audit by State Department of Education personnel.

The routing of the listing from the district to the State Department will strictly depend on policies or laws which govern your district or county.

RETURN THE UPDATED LISTING TO THE FOLLOWING ADDRESS:

SOUTH CAROLINA DEPARTMENT OF EDUCATION
OFFICE OF FINANCE
RUTLEDGE BUILDING, ROOM 303
1429 SENATE STREET
COLUMBIA, SOUTH CAROLINA 29201

Confidentiality of Information

Since these listings contain confidential information relating to individuals, they must be guarded. Access to this information should be limited only to authorized personnel.

Instructions

Initial Listing, 135-Day Listing, and 190-Day Listing

The following columns should be verified for accuracy:

COLUMN NUMBER

1. **SDE USE ONLY** - No entry necessary.

2. **SOCIAL SECURITY NUMBER** - An error in the social security number can only be changed by submitting the correct number in writing to the Office of Teacher Education and Certification.

3. **CERTIFICATE NUMBER** - If this number is incorrect, strike through it and write the correct number above in red.

NOTE: Also, in column 3 information will be collected concerning the teacher evaluations required by Act 187 of 1979 and the Education Improvement Act. Immediately after the certificate number of the teacher being evaluated place the two letter code as indicated below for: (1) the type of contract the teacher has received and (2) the result of the teacher evaluation.
INDICATE CONTRACT TYPE ONLY FOR TEACHERS BEING EVALUATED.

Contract Type (First Code Letter)
P - Provisional
A - Annual
C - Continuing
W - Without Contract

ONLY STAFF MEMBERS WHOSE DUTIES INCLUDE CLASSROOM TEACHING SHOULD BE CODED.

Evaluation (Second Code Letter)
M - Meets Standard
D - Does Not Meet Standard
N - No Review
R - Reviewed/No Grade

4. **TEACHER NAME** - Changes in name can be made only after written notification to the Office of Teacher Education and Certification.

   Also printed in this column is the 1989-90 minimum base salary for that teacher's current certification and years of experience. The 1989-90 minimum base salary times .0985 times the I.P. count (column 23) equals the teacher's salary supplement under the Education Improvement Act.

   In the space provided on the last page of this report, list teachers in your district who fail to demonstrate minimum knowledge proficiency by failing to meet one of the four criteria included in the Education Finance Act, Section 59-20-50(b) Code of Laws of S. C., 1976 as amended. These teachers' EIA salary supplement will be based on the 1983-84 Minimum Salary Schedule and an inflation rate of 10.27%.

5. **5 through 9 (PROGRAM, RACE, SEX, YEAR CERT., GROUP)** Information in these columns is taken directly from the Teacher Education and Certification file and should not be marked. Discrepancies may be corrected by notifying the Certification office.

10. **CLASS** - Entered by the computer program from the Certification files.

11. **GRADE** - Entered by the computer program from the Certification files.

12. **YEARS TEACHING EXPERIENCE** - This information is taken directly from the Office of Teacher Education and Certification file. Errors in this column may be corrected by writing to the Office of Teacher Education and Certification.

13. **COUNTY** - Self-explanatory

14. **DISTRICT** - Self-explanatory

15. **DAYS ACTUALLY EMPLOYED** - The number of days for which a teacher is compensated. This is to include all earned leave days for which the employee receives compensation.

    Example: A teacher is compensated for only 165 days of her 190 day contract because all earned leave has been exhausted due to illness or personal reasons. The days actually employed is 165.

16. **FIRST 135-DAYS** - This column is used to record the number of days compensated based on the **first 135** days of employment for the 190 day school year. Begin with the date instructional personnel report to school in August as required by the District's employment calendar. If a teacher is compensated for less than 135 days, correct this column to reflect the actual number of days compensated.

Example: During the first 135 days of the school year, a teacher is not compensated for 25 days because all earned leave has been exhausted. This column should reflect 110 days.

17. **FEDERAL FUNDS** - Only enter that portion of the total annual salary to be paid by federal funds. Do not prorate the amount if a person has more than one position code.

NOTE: Twelve Month Agriculture Teacher: A twelve month agriculture teacher paid partially from federal funds should be listed as shown below:

Days Actually Employed	First 135 Days	Federal Funds	Total Annual Salary	Pos	FTE
190	135	3,000	20,900	08	1.0
50			5,500	12	1.0

Days actually employed should not exceed 190 for the 08 position. Additional days employed should be listed as position 12. All federal funds received must be attributed to the first 135 days.

For example: Total Salary = 26,400

$\frac{190}{240} \times 26{,}400 = 20{,}900$ position code 08

$\frac{50}{240} \times 26{,}400 = 5{,}500$ position code 12

18. **TOTAL ANNUAL SALARY** - The amount paid for the number of days employed as listed in column 15. Do not prorate the amount if a person has more than one position code.

19. **POSITION** - See Appendix A for a list of position codes. Post-Secondary **(Adult Education)** instructional staff should not be included on the Professional Certified Staff Listing.

20. **FTE** - See Appendix B for Full-Time Equivalency Table for school personnel who perform both instructional and administrative duties.

For EIA funding purposes (and EFA 85% expenditure requirement purposes) a classroom teacher is considered 1.0 FTE if he/she **instructs** a minimum of 5 periods in a six or seven period day. If a school does not use periods then a teacher must instruct for a minimum of 250 minutes per day (1250 minutes per week) to be considered 1.0 FTE. Classroom teacher FTE should be reduced accordingly for every period a teacher instructs less than 5 periods daily (or less than 250 minutes daily).

21. **SCHOOL NUMBER** - School number is the last three digits of the school BEDS code. This report requires only one school number.

22. **IP STATUS** - Instructional personnel eligible for the EIA salary supplement (includes all personnel eligible for funding) are represented by a single asterisk. Two asterisks represent eligible instructional staff who have Master's degrees or higher certification.

23. **IP COUNT** - The amounts in this column are derived from the following formula:

$$\text{IP COUNT} = \left[\frac{\text{Column 16} \times \text{FTE}}{135}\right] \times \left[1 - \frac{\text{Column 17}}{\text{Column 18}}\right]$$

IP count is a calculated figure which can only be changed by revising the information in column 16, 17, 18, 19, or 20. EIA teacher salary supplement funding is based on this calculation.

24. **ERROR** - An error message prints out in this column. The following legend is also located at the end of your Professional Certified Staff Listing.

Error Message	Meaning
A	Check FTE
B	FTE may not be wrong, but is less than 1.0.
C	Missing Position Code
D	Missing School Number
E	Check Federal Funds
F	Erroneous Position Code
G	Check column 16
H	Check column 15

25. **REMARKS** - This column shows the amount of salary supplement under the Education Improvement Act for each eligible staff member.

Position Codes Eligible for Teacher Salary Supplement

Position	Codes
Classroom Teachers	03,04,05,06,07,08,09
Librarians	10
Guidance Counselors	11
Nurses	36
Social Workers (Not Attendance Supervisors)	40
Psychologists	85
Non-Certified ROTC Instructors	18
Occupational & Physical Therapists	37
Orientation/Mobility Instructors	38
Audiologists	39

Position code 09 is to be used only for elementary Remedial Math and Reading teachers serving in lieu of a Guidance Counselor.

The calculation of the salary supplement for certified personnel in BEDS codes 03, 04, 05, 06, 07, 08, 09, 10, 11, and 85 is as follows:

Step 1. $\left[\frac{\text{Column 16 x FTE}}{135}\right] \times \left[1 - \frac{\text{Federal Funds}}{\text{Total Annual Salary}}\right]$

Step 2. The result of Step 1 is multiplied by .0985 and the prior year's minimum base salary based on current certification and experience as shown in column 4.
Note: The result of Step 1 is multiplied by .1027 for those personnel who fail to meet one of the four criteria included Section 59-20-50(b), Code of Laws, 1976 as amended.

The calculation of the salary supplement for non-certified personnel in BEDS position codes 18, 36, 37, 38, 39, and 40 is determined as follows:

$$\left[\frac{\text{Column 18-Column 17}}{1.0985}\right] \times .0985 = \text{Amount in Column 25}$$

Special Instructions

If a staff member is not shown on this listing, enter all the required information in red at the end of the listing. It is not necessary to enter information in columns 5 through 12.

If a staff member changes positions (column 19) during the year, be sure to include the number of days for the old position and the number of days employed in the new position. For example: If Mary Jones is employed for 60 days as a teacher, and then is promoted to assistant principal for the remainder of the year full-time, the entry would appear as follows. In this case, it is necessary to prorate the salary for each position.

	15 Days Actually Employed	16 First 135 Days	17 Federal Funds	18 Total Annual Salary	19 Pos.	20 FTE
Jones, M	60	60		4,700	08	1.0
	130	75		20,400	02	1.0

If a staff member is working in two positions at the same time, be sure that the FTE is proportionately correct. Total FTE cannot exceed 1.0. Example:

Smith, J.	190	135		30,000	08	0.5
					02	0.5

PART TIME EMPLOYMENT--Less than full-time employment should be indicated by reducing the FTE to reflect the percentage of time employed to full time employment. Full-time employment is indicated by an FTE of 1.0. A teacher must have an FTE of .5 or greater for at least 140 days to earn one-half year of teaching experience credit. For example, a teacher employed 3 days a week for the entire year equals 3/5 time or .6 FTE for 190 days. A teacher employed at .6 FTE for at least 140 days earns one-half year of experience credit. A teacher employed 2 days a week for the entire year equals 2/5 time or .4 FTE for 190 days. The teacher employed with an FTE of .4 does not earn any experience credit.

Staff members employed to serve multiple districts should be listed only in the district acting as the fiscal agent.

It is the responsibility of the individual teacher and/or the school district office to notify the Office of Teacher Education and Certification of changes in years of experience credit.

Teachers employed by a Technical Education College who are listed on the Professional Certified Staff Listing in order to check their certification status as required by the Office of Accreditation must be excluded from the staff listing. To delete these teachers, draw a red line through all the information. Excluding these teachers in no way affects your BEDS report.

THE LAST SHEET OF THE LISTING REQUIRES VERIFICATION SIGNATURE BY THE DISTRICT SUPERINTENDENT BEFORE IT IS MAILED TO THE DEPARTMENT OF EDUCATION.

Your EIA salary supplement funding is based on the information presented on the staff listing. If you have questions or need additional information, call EIA/EFA Services Section at 734-8150.

APPENDIX A

Position Codes[a]

PART A: PROFESSIONAL INSTRUCTIONAL-ORIENTED PERSONNEL

Administrative
01 Principal
02 Assistant Principal, Co-Principal

Professional Instructional Staff
03 Special Education (Itinerant)
A staff member who normally works out of a district office, but who is assigned responsibility for instruction of students at the school level. These teachers normally work at more than one school.
04 Child Development
Any program sponsored by a school district designed to serve children who are 3, 4, and 5 years old, other than those enrolled in kindergarten programs (state, Title I or locally funded) and Head Start Programs.
05 Kindergarten
06 Special Education (Self-Contained)
A staff member responsible for the total curriculum needs of a group of students who are mentally, physically, socially or emotionally handicapped.
07 Special Education (Resource)
A staff member who provides special training or remedial instruction at regularly scheduled intervals to mentally, physically, socially or emotionally handicapped students who are released from the regular classroom for this purpose.
08 Classroom Teacher (Includes Art, Music, all vocational education, etc.)
09 Other Professional Instructional Staff

Professional Instructional-Oriented Staff
10 Librarian/Media Specialist
11 Guidance Counselor
12 Other Professional Instructional-Oriented Staff

Administrative - Vocational Centers
13 Director, Vocational Education Center
14 Assistant Director, Vocational Education Center
15 Job Placement Coordinator
16 Adult Program Coordinator
17 Other Administrative - Vocational Centers
19 Temporary Instructional-Oriented Personnel
This code refers to vacancies, substitutes until vacancies are filled, or temporary personnel working as long-term substitutes but not under contract.

18 Non-Certified ROTC Instructors

PART B: PROFESSIONAL SUPPORT PERSONNEL

Business Personnel
20 Business Manager
21 Accountant/Accounting Director
22 Bookkeeper
23 Finance Officer/Fiscal Affairs Director
24 Payroll Supervisor
25 Purchasing Agent
26 Food Services Director
27 Data Processing Personnel
28 Personnel Director
29 Other Business Personnel

Plant and Facilities
30 Maintenance Director
31 Superintendent of Building and Grounds
32 Assistant Maintenance Director

Transportation
33 Supervisor Vehicles
34 Transportation Director

Federal Projects Coordinator
35 Coordinator of Federal Projects

Health Personnel
36 School Nurses

37 Occupational & Physical Therapists
38 Orientation/Mobility Instructors
39 Audiologist

Social Workers and Attendance Personnel
40 Social Worker
41 Attendance Officer

Other Professional Non-Instructional Staff
43 Attorney, architects, engineers and other non-instructional personnel employed by the school system not included above.

PART C: COUNTY/DISTRICT OFFICE PERSONNEL ONLY

Administration
49 Assistant Superintendent (Associate, Deputy)
50 District Superintendent (*See Note)
51 County Superintendent
52 Area Superintendent (Associate, Deputy)
53 Director of Instruction
54 Supervisor, Elementary Education
55 Supervisor, Secondary Education
56 Supervisor, Adult Education
57 Director, Vocational Education
58 Director, Special Services
59 Director, Early Childhood Education
60 Director, Child Development

Consultant, Coordinator
61 Agriculture
62 Art
63 Business and Office Education
64 Distributive Education
65 English
66 Reading
67 Foreign Language
68 Health Occupations
69 Health, Safety, Physical Education
70 Home Economics
71 Industrial Arts
72 Mathematics
73 Music
74 Science
75 Educational Evaluator
76 Social Studies
77 Trade and Industrial
78 Special Education
79 Driver Education
80 Library Services/Media Specialist
81 Guidance
82 Early Childhood
84 Elementary
85 Psychologist
99 Other County Office/District Office Personnel

*NOTE: Chief Administrative Officer who serves as the executive of the Board of Trustees and is the professional leader of the school district.

[a]These codes were copied from the BEDS Staff Questionnaire.

APPENDIX B

FTE CONVERSION TABLE

You may use the following periods-per-day FTE CONVERSION TABLE to assist you in calculating FTE.

Periods of Instructional Activity (Teaching) Conducted Daily by a Classroom Teacher	Number of Instructional Periods in the School Day	
	6	7
1	.2	.2
2	.4	.4
3	.6	.6
4	.8	.8
5	1.0	1.0
6	1.0	1.0
7	—	1.0

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION
COLUMBIA, SOUTH CAROLINA

PROFESSIONAL CERTIFIED STAFF

DATE

COUNTY

DISTRICT NO.

SCHOOL YEAR

LISTING

1 SDE USE ONLY	2 SOCIAL SECURITY NO.	3 TE CERTIFICATE NO.	4 TEACHER NAME	5 PROG	6 RACE	7 SEX	8 YEAR CERT. ISSUED	8 YEAR CERT. EXPIRES	9 SCHL CLASS	10 CERT CLASS	11 SUBJ FIELD	12 YEARS TEACH EXP	13 CNTY	14 DIST.	15 DATE ACTUALLY EMPLOYED	16 FIRST 135 DAYS	17 FEDERAL FUNDS	18 TOTAL ANNUAL SALARY	19 POS.	20 FTE	21 SCHOOL NO.	22 IP STATUS	23 IP COUNT	24	25 REMARKS	26 SDE USE ONLY	27 LINE NO